
**NORTH CAROLINA
COMMUNITY COLLEGE SYSTEM**

**Dropout Prevention/Driver's License
Guidelines**

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<p>What Are The Major Aspects of the Law?</p>	<p>The Dropout Prevention/Driver’s License legislation reflects a coordinated statewide effort to motivate and encourage students to complete high school. The revocation of a student’s driving permit or license will result if a student is unable to maintain adequate academic progress or drops out of school.</p>
<p>What State Agencies Are Involved in the Law?</p>	<p>The law specifically identifies several state agencies to work collaboratively in the implementation of the law. The Department of Public Instruction, Division of Motor Vehicles, the Division of Non-Public Schools, and Community College System are partners in this effort.</p>
<p>When is the Law Effective?</p>	<p>The law becomes effective August 1, 1998.</p>
<p>Who is Affected By This Legislation?</p>	<p>The new legislation is directed to <u>all</u> North Carolina students under the age of 18 who are eligible for a driving permit or license. This includes public school, federal school, home school, private school, and community college students.</p>
<p>Who Is Not Affected By This Legislation?</p>	<p>Students who have attained a high school diploma, a G.E.D., or an adult high school diploma as issued by a community college are not affected by this legislation. In addition, students who received a driving permit or license prior to the implementation of the Graduated Driver’s License program (before December 1, 1997) are not affected.</p>
<p>What Are the New Changes?</p>	<p>There are several changes in the procedures regarding how a student obtains and retains his or her driver’s permit and license. Beginning August 1, 1998, a student will need to have a Driving Eligibility Certificate in order to receive a North Carolina driver’s permit or license. The Division of Motor Vehicles will <u>not</u> issue a driver’s permit or license without a Driving Eligibility Certificate.</p> <p><u>Note: A parent letter is found on page 4. This is only a sample and is included to give Community Colleges an example of a possible parent letter.</u></p>
<p>What is a Driving Eligibility Certificate?</p>	<p>A Driving Eligibility Certificate is a printed document that is issued by the Community College president and/or president’s designee. The Driving Eligibility Certificate certifies that the student has demonstrated adequate progress in school.</p>

Dear Parents:

As you may know, North Carolina has new legislation that reflects a coordinated statewide effort to motivate and encourage students to complete high school. The revocation of a student's driving permit or license will result if a student is unable to maintain adequate academic progress or drops out of school. The law is in effect August 1, 1998.

What State Agencies Are Involved in the Law?	The law specifically identifies several state agencies to work collaboratively in the implementation of the law. The Department of Public Instruction, Division of Motor Vehicles, the Division of Non-Public Schools, and Community College System are partners in this effort.
Who Is Affected By This Legislation?	The new legislation is directed to <u>all</u> North Carolina students under the age of 18 who are eligible for a driving permit or license. This includes public school, federal school, home school, private school and community college students.
Who Is Not Affected By This Legislation?	Students who have attained a high school diploma, a G.E.D., or an adult high school diploma as issued by a community college are not affected by this legislation. In addition, students who received a driving permit or license prior to the implementation of the Graduated Driver's License program (before December 1, 1997) are not affected.
Driving Eligibility Certificate	There are several changes in the procedures regarding how a student obtains and retains his or her driver's permit and license. A student will need to have a Driving Eligibility Certificate in order to receive a North Carolina driver's permit or license. The Division of Motor Vehicles will <u>not</u> issue a driver's permit or license without a Driving Eligibility Certificate.
What is Adequate Progress?	Adequate academic progress will be evaluated at the end of six months. A student enrolled in Basic Skills must attend class for a minimum of sixty hours per month for a period of six consecutive months. A student enrolled in GED must pass two GED tests. A student enrolled in Adult High School (AHS) must pass two AHS units. A student enrolled in Adult Basic Education or English as a Second Language must demonstrate progress at the end of each six month period by increasing scores on each subsequent standardized test or making progress as documented by teacher assessment.
For More Information	For more information, please contact:

<p>What is Adequate Progress?</p>	<p>Adequate academic progress will be evaluated at the end of six months. A student enrolled in Basic Skills must attend class for a minimum of sixty hours per month for a period of six consecutive months. A student enrolled in GED must pass two GED tests. A student enrolled in Adult High School (AHS) must pass two AHS units. A student enrolled in Adult Basic Education or English as a Second Language must demonstrate progress at the end of each six month period by increasing scores on each subsequent standardized test or making progress as documented by teacher assessment.</p>
<p>What About Dropouts?</p>	<p>A student who drops out of school will lose his or her driver's permit or license.</p>
<p>Are There Hardship Rules?</p>	<p>Yes, presidents and/or a president's designee will be able to issue Driving Eligibility Certificates to students based on hardship. Cases of hardship must reflect specific circumstances that are beyond the control of the student, his or her parents, or the college. The specific hardship circumstances are divided into four categories:</p> <ul style="list-style-type: none"> #1: Medical Considerations #2: Work-Related Considerations #3: Exceptional Students Considerations #4: Other Considerations <p><u>In all cases of hardship, documented proof must be submitted.</u> It is also the responsibility of each college to maintain a record of students given Driving Eligibility Certificates.</p>

<p>Examples of "Medical Considerations"</p>	<p>Medical considerations can involve the student or the parents or the student's dependents.</p> <p><u>Example #1:</u> A Driving Eligibility Certificate can be given to a student who was making adequate progress in a community college, but was unable to attend college due to medical reasons. In this case, documented proof must be submitted to the community college from a doctor citing reasons why the student missed college, dates of illness, etc. In addition, documentation must be submitted to demonstrate the student was making adequate progress prior to the illness.</p> <p><u>Example #2:</u> A Driving Eligibility Certificate can be given to the student based on the special medical circumstances of the parent. This would apply to parents who may be legally blind or have other medical impairments that require the students to have a license in order to</p>
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	maintain the general welfare of the family. In this case, documented proof of the parent’s illness or medical impairment must be submitted, along with evidence demonstrating the <u>absolute necessity</u> of the student to have a driver’s license.
Example of “Work-Related Considerations”	A Driving Eligibility Certificate can be given to the student if he or she requires transportation to and from a job that is necessary to the family’s financial welfare and is unable by <u>any other means</u> to do so. There should be documented proof that the student is working and that the student’s earnings go directly to support the basic needs of the family. In addition, there must be proof that the student is unable <u>by any other means</u> to get to and from work.
Example of “Exceptional Students Considerations”	A Driving Eligibility Certificate can be given to the student when it has been determined that the student is unable to make progress toward obtaining a high school diploma or GED. This ruling is <u>not</u> intended to apply to exceptional students who have the ability to obtain a high school diploma or GED.
“Other Considerations”	This is for unusual circumstances not covered by the first three categories.
What is the Process for Hardships?	Parents or legal guardians of a student wanting to pursue a Driving Eligibility Certificate based on hardship must notify the community college president and/or the president’s designee.
Sample Hardship Request Form	In order to facilitate this procedure, a sample Driving Eligibility Hardship Request Form can be found on the next page. <u>This is only a sample and is included to give an example of a possible form that could be customized to suit the needs of the community college.</u>

Driving Eligibility Hardship Request Form

(To be filled out by the parent)

Name of Parent of Legal Guardian: _____

Name of Student: _____

Name of School: _____

Parent's Address: _____

City: _____ State: _____ Zip: _____

Parent's Work Phone: () _____ Home Phone: () _____

I am requesting a Driving Eligibility Certificate for my son or daughter: Cases of hardship must reflect specific circumstances that are beyond the control of the student, his or her parents, or the college. The specific hardship circumstances are divided into four categories. For specific examples, please read the back of this form.

(Please circle as appropriate)

- #1: Medical Considerations
- #2: Work-Related Considerations
- #3: Exceptional Students Considerations
- #4: Other Considerations - Please specify

Directions: To be considered for hardship, all information on this form must be complete. Support documents (a letter from a doctor, etc.) will be necessary to determine your request. Briefly explain the circumstances of your hardship request. Include any documents/attachments as needed.

Signature of Parent or Guardian: _____ Date: _____

OFFICE USE ONLY		
Date In: _____	Decision Date: _____	Other: _____

(See the back of this form for examples of hardship categories.)

Examples of Hardship

<p>Examples of “Medical Considerations”</p>	<p>Medical considerations can involve the student or the parents or the student’s dependents.</p> <p><u>Example #1:</u> A Driving Eligibility Certificate can be given to a student who was making adequate progress in a community college, but was unable to attend school due to medical reasons. In this case, documented proof must be submitted to the community college from a doctor citing reasons why the student missed school, dates of illness, etc. In addition, documentation must be submitted to demonstrate the student was making adequate progress prior to the illness.</p> <p><u>Example #2:</u> A Driving Eligibility Certificate can be given to the student based on the special medical circumstances of the parent. This would apply to parents who may be legally blind or have other medical impairments that require the student to have a license in order to maintain the general welfare of the family. In this case, documented proof of the parent’s illness or medical impairment must be submitted, along with evidence demonstrating the <u>absolute necessity</u> of the student to have a driver’s license.</p>
<p>Example of “Work-Related Considerations”</p>	<p>A Driving Eligibility Certificate can be given to the student if he or she requires transportation to and from a job that is necessary to the <u>family’s</u> financial welfare and is unable by <u>any other means</u> to do so. There should be documented proof that the student is working and that the student’s earning go directly to support the basic needs of the family. In addition, there must be proof that the student is unable <u>by any other means</u> to get to and from work.</p>
<p>Example of “Exceptional Students Considerations”</p>	<p>A Driving Eligibility Certificate can be given to the student when it has been determined that the student is unable to make progress toward obtaining a high school diploma. This ruling is <u>not</u> intended to apply to exceptional students who have the ability to obtain a high school diploma or GED.</p>
<p>“Other Considerations”</p>	<p>This is for unusual circumstances not covered by the first three categories.</p>
<p>Support Documents</p>	<p>Please note that support documents will be required to prove hardship cases. <u>Hardship Request Forms that do not have adequate support documentation will be denied.</u></p>

<p>How Will LEIS Be Used?</p>	<p>In order to effectively manage this process and to take advantage of the existing electronic infrastructure, the Department of Community Colleges will develop the capacity within LEIS to collect data for this bill.</p>
<p>How Will Colleges Notify DMV?</p>	<p>Colleges will notify the Division of Motor Vehicles via software developed by DMV. Any school or central office with internet or AS 400 access will be able to use this method. Security system ID’s (RACF) will be required for each user.</p>
<p><u>Dropouts:</u> Steps for Reporting to DMV</p>	<ul style="list-style-type: none"> • The first step is to determine and verify that the student has dropped out of school. • The next step is to notify the parents by letter using the student’s current address. The letter should outline the consequences of dropping out of school as based on the new Dropout Prevention law and explain the

	<p>procedures for using the Driving Eligibility Hardship Request Form (or other locally- approved form). This should be done within five working days</p> <ul style="list-style-type: none"> • Once parents have been notified, colleges should give parents a reasonable time (no less than five, or more than ten working days) to return the appropriate form requesting consideration under the hardship rules. • A review panel is convened by the president and/or the president’s designee to review the hardship request. This should be done in a timely manner as parents should be notified within ten working days of the results. • If it is determined that a Driving Eligibility Certificate should be granted under the conditions of hardship, written documentation is given to the parents and a copy is filed at the college. • When it is time for the student to apply for a driving permit or license, he or she will request a Driving Eligibility Certificate from the president and/or the president’s designee. Note: The Driving Eligibility Certificate is only valid for a 30-day period when it is issued. • Students who are not granted a Driving Eligibility Certificate are reported to DMV using the AS 400 or internet.
<p>Inadequate Progress: Steps for Reporting to DMV</p>	<p>At the end of the semester, Basic Skills will identify those students not making adequate progress. The president and/or the president’s designee should notify the parents of the student not making adequate progress. If the student received his or her driving permit or license before the implementation of the Graduated Driving License program (prior to December 1, 1997), the student is not affected by this new law. The following guidelines should be followed:</p> <ul style="list-style-type: none"> • Once parents have been notified, schools will give parents a reasonable time (no less than five, or more than ten working days) to return the appropriate form requesting consideration under the hardship rules. • A review panel is convened by the president and/or the president’s designee to review the hardship requests. This should be done in a timely manner as parents should be notified within ten working days of the results. • If it is determined that a Driving Eligibility Certificate should be granted under the conditions of hardship, written documentation is given to the parents and a copy is filed at the college. • When it is time for the student to apply for a driving permit or license, he or she will request a Driving Eligibility Certificate from the president and/or the president’s designee. • Students who are not granted a Driving Eligibility Certificate are reported to DMV using the AS 400 or internet.
<p>What Happens When DMV is Notified?</p>	<p>Once DMV is notified by a college, a letter is automatically generated and sent to the student. <u>Typically this will be done within 24-hour period.</u> For example, if a college inputs the information during the day, the DMV computers will process the revocation letter that night.</p>
<p>Colleges are Responsible for Correct Information!</p>	<p>It is the responsibility of each college to ensure that the correct student has been identified and verified. Correct identification is an essential part for the successful implementation of this dropout prevention program. Note: When a student’s permit or license is revoked, the student will have to pay fees of \$35 (\$25 restoration fee and a \$10 license fee) to get a new permit or license.</p>
<p>Is There An Appeals Process?</p>	<p>Each college will determine the policies and procedures for an appeals process for parents who have a grievance connected with this law. At the present time, the majority of colleges have a written grievance procedure in place.</p>

Issuing Driving Eligibility Certificates	The president and/or the president's designee is responsible for signing and issuing a Driving Eligibility Certificate. This will occur when a student plans to apply for a driving permit or license.
Valid for 30 Days	The Driving Eligibility Certificate is only valid for 30-days once it has been issued by the college. For this reason, the student should request a Driving Eligibility Certificate in a timely fashion.
Requirements for a Driving Eligibility Certificate	The Driving Eligibility Certificate will be issued only if the student has demonstrated adequate progress in the prior six months and has not dropped out of community college. Students who do not meet this requirement will not be given a Driving Eligibility Certificate.
Implications for the Fall, 1998 Semester	A student who is enrolled in college and requesting a Driving Eligibility Certificate in order to process his or her driving permit or license during the fall term of the 1998-99 program year can receive one <u>without</u> demonstrating adequate progress in the prior six months.
What Else is Required to Receive a Driver's Eligibility Certificate?	A student is required to show an original or certified copy of his or her birth certificate and the Driver Education Completion Certificate. The birth certificate is needed to ensure that the student's legal name and correct date of birth appear on the Driving Eligibility Certificate. The Driver Education Completion Certificate will verify that the student has passed the required driver education class.
How Often is the Driving Eligibility Certificate Issued?	Under most circumstances a student will only need to be given a Driving Eligibility Certificate once. Once a student's driving permit is issued, the DMV office will indicate on its computers that the student has received a Driving Eligibility Certificate. The student will retain this status as long as DMV is not notified by a college that the student's status has changed. When a student drops out of college or does not maintain adequate progress, the community college will notify DMV. Once the student regains his or her Driving Eligibility Status, a new Driving Eligibility Certificate will need to be issued.
What About Students Who Transfer From Public Schools to Community Colleges or Non-Public School?	A student who is making adequate progress in school can transfer to a community college or a non-public school without any consequences. <u>A student who is not making adequate progress (or drops out of school) and enrolls in a community college or a non-public school cannot be granted a Driving Eligibility Certificate for a period of six-months.</u>
How do Community Colleges Get Driving Eligibility Certificates?	Driving Eligibility Certificates and associated guidelines will be sent to LEAs by July 1, 1998. Contact your LEA to obtain your certificates.
Training	We will conduct a special training during the summer. More information

on the DMV Reporting Procedures	regarding the training will be forthcoming.
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